

**PERSONNEL AND TRAINING BUREAU
TRAINING DIVISION**

TRAINING NOTICE

September 29, 2014

12.1.1

TO: All Commanding Officers

FROM: Commanding Officer, Training Division

SUBJECT: JUVENILE PROCEDURES SCHOOL SCHEDULE FOR 2015

Juvenile Division will present a four-day, 32-hour Juvenile Procedures School on the below-listed dates for 2015. Administrative Order No. 5, dated June 23, 2005, states that all officers selected for assignment to the geographic Area Juvenile Car or Area School Car shall attend the Department's Juvenile Procedures School, or a Department approved substitute, within 60 days of their appointment to the position. Priority in selection should be given to officers assigned to the Juvenile Car, the School Car, and officers responsible for handling juvenile matters. However, the training will benefit field officers and investigative personnel who have not previously attended a Juvenile Procedures School. Personnel should be listed in order of priority. Past nominees who are not selected must reapply for consideration.

<u>Deployment Period</u>	<u>Dates</u>	<u>Student Nomination Due</u>
DP-1	January 6 through 9, 2015	November 25, 2014
DP-2	February 3 through 6, 2015	December 23, 2014
DP-4	March 31 through April 3, 2015	February 17, 2015
DP-6	May 26 through 29, 2015	April 14, 2015
DP-10	September 15 through 18, 2015	August 4, 2015
DP-11	October 13 through 16, 2015	September 1, 2015

Commanding officers (C/O) are requested to submit the first and last name, rank/paygrade, serial number and assignment of nominees on an Intradepartmental Correspondence, Form 15.2, to the C/O, Juvenile Division, Mail Stop 400-1. The Form 15.2 shall be approved by the concerned C/O and **must be received no later than the above-listed nomination due date to be considered.**

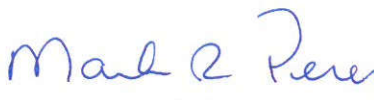
A Training Order will be distributed to notify training cadre members and those students selected to attend this school. Upon receipt of the Training Order, the training coordinator for each employee listed shall ensure that all of their employees are notified of the training. Training coordinators shall send an **email confirmation to the Course Coordinator, Detective Lillie Zemones, Training Unit, Juvenile Division.**

Any questions regarding this Notice should be directed to Detective Zemones at (213) 486-0571.

APPROVED:



MICHELLE VEENSTRA, Captain
Commanding Officer
Training Division



MARK R. PEREZ, Deputy Chief
Commanding Officer
Personnel and Training Bureau